

CHECKLIST FOR NEW DRIVER

Required by Federal or State Law or by State Board Regulations

- ☐ Application for Employment
 - ☐ Copy of application in file
- ☐ Driver's License
 - ☐ Class A ☐ Class B ☐ Class C ☐ Class D
 - ☐ Passenger Endorsement
 - ☐ Air Brake Endorsement (if district has any vehicles with air brakes)
 - ☐ Copy of license in file
- ☐ Driving Record Check (meets local district criteria for driving record)
 - ☐ Copy of record check in file
- ☐ DOT Physical Examination (check actual physical form for compliance with standards. Blank form available at <http://www.fmcsa.dot.gov/forms/forms.htm>)
 - ☐ Insulin waiver if applicable
 - ☐ Copy of physical in file
- ☐ Drug and Alcohol Test in compliance with federal regulations
- ☐ Criminal Background Check in compliance with Idaho Code 33-130
- ☐ Documentation of all previous school bus driver training and driving experience
- ☐ Completion of Classroom and Behind-the-Wheel Driver Training Curriculum - Passing grades of at least 80% on all tests
 - ☐ Test II in file
 - ☐ Test III in file
 - ☐ Test IV in file
 - ☐ Test V in file
 - ☐ Test VI in file
 - ☐ Test VII in file
 - ☐ Test VIII in file
 - ☐ Test IX in file
 - ☐ Test X in file
 - ☐ Road test in file
 - ☐ Time spent in training documented in file (includes a minimum of 10 hours in bus)

Optional: ☐ Test XI in file

Items Required by Local District Policies: